

# Retention and Classification Report

**Agency:** Governor. Commission on Criminal and Juvenile Justice (1211)

101 State Capitol  
Salt Lake City, UT 84114  
538-1031

**Records Officer** Briant Smith

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**AGENCY:** Governor. Commission on Criminal and Juvenile Justice

**SERIES:** 23281

3

**TITLE:** Accounting records

**DATES:** 1987-

**ARRANGEMENT:** Numerical by document number, thereunder chronological by fiscal year quarter

**ANNUAL ACCUMULATION:** 3.00 cubic feet.

**DESCRIPTION:**

These are the general accounting files for the Commission on Criminal and Juvenile Justice. The records pertain to the general, daily operations of the Commission. Information includes payment vouchers/warrant requests, employee travel reimbursements, telephone bills, deposit records, bank statements, monthly FI-NET financial statements with reconciliations, inventory records, and other general accounting information. Forfeiture fund accounting records for the Crime Reduction Assistance Program are included beginning in 2004.

**RETENTION:**

Retain 10 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 01/2001

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 8 years and then destroy.

**AGENCY:** Governor. Commission on Criminal and Juvenile Justice

**SERIES:** 23281

**TITLE:** Accounting records

(continued)

**APPRAISAL:**

Administrative Fiscal

**PRIMARY CLASSIFICATION:**

Public

**SECONDARY CLASSIFICATION(S):**

Private. UCA 63G-2-302(1)(f)(2008) Social Security numbers, home telephone numbers, and employee identification numbers.

**AGENCY:** Governor. Commission on Criminal and Juvenile Justice

**SERIES:** 23023

3

**TITLE:** Annual reports

**DATES:** 1985-

**ARRANGEMENT:** Chronological.

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

Records which provide detailed information on incoming and/or outgoing documents, data, and other communications that require distribution or action.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 01/02/2015

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Historical

Annual reports document agency functions and are useful to researchers.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Governor. Commission on Criminal and Juvenile Justice

**SERIES:** 22043

3

**TITLE:** Anti-violence coordinator management files

**DATES:** 1983-

**ARRANGEMENT:** Chronological by date of meeting or grant award

**ANNUAL ACCUMULATION:** 0.30 cubic feet.

**DESCRIPTION:**

These records are created by the Anti-violence Coordinator and the Anti-violence Committee in conducting their duties and efforts to curb violence in the State of Utah. The records include Anti-violence Committee meeting minutes, agenda, mini-grant awards, and other documents relating to the anti-violence program.

**RETENTION:**

Retain 13 years.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 6.

**AUTHORIZED:** 07/20/1999

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 10 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

Administrative

**AGENCY:** Governor. Commission on Criminal and Juvenile Justice

**SERIES:** 22043

**TITLE:** Anti-violence coordinator management files

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Governor. Commission on Criminal and Juvenile Justice

**SERIES:** 21076

3

**TITLE:** Byrne Justice Assistance Grant program records

**DATES:** 1987-

**ARRANGEMENT:** Chronological by award year, thereunder numerical by sub-grant number

**ANNUAL ACCUMULATION:** 2.00 cubic feet.

**DESCRIPTION:**

The Federal government provides formula grant funds to state governments for projects that have a high probability of controlling drugs, and improving the function of the criminal justice system. States are required to sub-grant a certain percentage of the annual grant to local districts. The files contain approved grant proposals; notices of grant awards; correspondence between the grant recipient and the grant provider; program and progress reports; approved grant changes; grant monitoring reports; quarterly financial status reports; grant scoring sheets used to determine destination of funds prior to the grant year; and other miscellaneous grant related documents.

**RETENTION:**

Retain for 8 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 02/2000

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 6 years and then destroy.

**AGENCY:** Governor. Commission on Criminal and Juvenile Justice

**SERIES:** 21076

**TITLE:** Byrne Justice Assistance Grant program records

(continued)

**APPRAISAL:**

Administrative

This disposition is based on the federal grant retention requirements in 28 CFR parts 66 and 70.

**PRIMARY CLASSIFICATION:**

Public

**SECONDARY CLASSIFICATION(S):**

Private. UCA 63G-2-301(b)(i) and (ii) (Names of undercover police officers)



**AGENCY:** Governor. Commission on Criminal and Juvenile Justice

**SERIES:** 25349

3

**TITLE:** Commission on Criminal and Juvenile Justice surveys

**DATES:** 2001-

**ARRANGEMENT:** Numerical

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

Responses to surveys conducted by CCJJ. The respondent is not known. Responses to surveys are used for various research purposes to assess program effectiveness and agency responses.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 33.

**AUTHORIZED:** 04/06/2015

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then destroy.

**APPRAISAL:**

Historical

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Governor. Commission on Criminal and Juvenile Justice

**SERIES:** 21263

3

**TITLE:** General grant management files

**DATES:** 1983-

**ARRANGEMENT:** Alphanumerical

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

These records contain the summary financial files of federal grants awarded to the state of Utah, as well as state supported grants. The files contain notices of grant awards, quarterly financial status reports to the Federal Government with supporting documentation, notices of changes in the grant awards, and other documentation pertinent to the various federal and state grants.

**RETENTION:**

Retain for 8 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 04/2000

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

**AGENCY:** Governor. Commission on Criminal and Juvenile Justice

**SERIES:** 21263

**TITLE:** General grant management files

(continued)

**APPRAISAL:**

Administrative

This retention is based on the retention requirements for federal grants established in 28 CFR parts 66 and 70.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Governor. Commission on Criminal and Juvenile Justice

**SERIES:** 22249

3

**TITLE:** Governor's guide to gang violence prevention and intervention

**DATES:** 1999-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. See Utah Code Section 9-7-101 8(a)(b) (2010) and 9-7-208 (2006)

**RETENTION:**

Retain 10 years

**DISPOSITION:**

Transfer to the State Archives permanently.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 25.

**AUTHORIZED:** 10/26/1999

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 10 years and then destroy provided one copy has been transferred to the State Archives.

Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Historical

**AGENCY:** Governor. Commission on Criminal and Juvenile Justice

**SERIES:** 22249

**TITLE:** Governor's guide to gang violence prevention and intervention

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Governor. Commission on Criminal and Juvenile Justice

**SERIES:** 2188

3

**TITLE:** In state extradition records

**DATES:** 1953-

**ARRANGEMENT:** Chronological.

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

These records document the extradition of individuals, who have been charged with a crime in Utah, from other states in order to try the offenders. The initial requests are usually made by offices of the county attorney to the Governor, who then makes the extradition request to the governor of the other state. The records contain correspondence and supporting documents. Information includes the governor's name, the city or county making the requisition, the name of the alleged criminal, and the offense and supporting statutory authorities. The extradition request is supported by the following: the court complaint (defendant, date, signatures); the warrant of arrest (date, judge's signature); and affidavit (signature); and warrant certifications (county clerk signature, date, seal and Lieutenant Governor's signature). The responsibility for extraditions was transferred from the Lieutenant Governor's office to the Commission on Commission on Criminal and Juvenile Justice.

**RETENTION:**

Retain 2 years.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 02/1998

**AGENCY:** Governor. Commission on Criminal and Juvenile Justice

**SERIES:** 2188

**TITLE:** In state extradition records

(continued)

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

Historical Legal

This series has historical value as it documents the names of extradited individuals, officers and government officials. It also has legal value as it documents legal extradition processes.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Governor. Commission on Criminal and Juvenile Justice

**SERIES:** 27916

3

**TITLE:** Judicial Nominating Commission judicial applications

**DATES:** 2010-

**ARRANGEMENT:** chronological

**ANNUAL ACCUMULATION:** 2.00 cubic feet.

**DESCRIPTION:**

Individuals interested in applying to fill a judicial vacancy submit applications to the Judicial Nominating Commission for consideration. Each application is reviewed and ranked. Applicants are then chosen to be interviewed. The top five candidates' names, as selected by the commission, are forwarded to the governor for review and final selection. Records include the applicant employment forms and resumes as submitted to the commission for consideration.

**RETENTION:**

Retain 2 years

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 11, Item 61.

**AUTHORIZED:** 09/18/2015

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then destroy.



**AGENCY:** Governor. Commission on Criminal and Juvenile Justice

**SERIES:** 27916

**TITLE:** Judicial Nominating Commission judicial applications

(continued)

**APPRAISAL:**

Administrative

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Governor. Commission on Criminal and Juvenile Justice

**SERIES:** 27917

3

**TITLE:** Judicial Nominating Commission nomination files

**DATES:** 2010-

**ARRANGEMENT:** chronological

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

Applications of candidates forwarded to the governor by a Judicial Nominating Commission make up this series. Nominees are selected from among all applicants to fill a vacant position in the judiciary after thorough review and investigation by the commission. The governor appoints one of the nominees subject to senate confirmation. These nomination files include the application forms, resumes, and financial background checks.

**RETENTION:**

Retain 10 years

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 06/2012

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 10 years and then destroy.

**APPRAISAL:**

Administrative

The retention corresponds to the 10-year term of office for Supreme Court justices, the longest term of office for a judge (see Utah Code 20A-12-201).

**AGENCY:** Governor. Commission on Criminal and Juvenile Justice

**SERIES:** 27917

**TITLE:** Judicial Nominating Commission nomination files

(continued)

**PRIMARY CLASSIFICATION:**

Public

**SECONDARY CLASSIFICATION(S):**

Private

**AGENCY:** Governor. Commission on Criminal and Juvenile Justice

**SERIES:** 22246

3

**TITLE:** Juvenile Justice Board annual reports

**DATES:** 1990-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. See Utah Code Section 9-7-101 8(a)(b) (2010) and 9-7-208 (2006)

**RETENTION:**

Retain 10 years, then transfer one copy to Archives.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 25.

**AUTHORIZED:** 10/26/1999

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 10 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

Historical

**AGENCY:** Governor. Commission on Criminal and Juvenile Justice

**SERIES:** 22246

**TITLE:** Juvenile Justice Board annual reports

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Governor. Commission on Criminal and Juvenile Justice

**SERIES:** 22248

3

**TITLE:** Juvenile Justice Board meeting minutes

**DATES:** 1990-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

These records document the meetings conducted by the Juvenile Justice Board. Information includes the Chair's report, the Juvenile Justice Specialist's report, committee reports, and upcoming training.

**RETENTION:**

Retain 3 years.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 6.

**AUTHORIZED:** 10/26/1999

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then transfer to State Archives with authority to weed.

Paper copy: Retain in Office for 5 years and then destroy.

**APPRAISAL:**

Historical

**AGENCY:** Governor. Commission on Criminal and Juvenile Justice

**SERIES:** 22248

**TITLE:** Juvenile Justice Board meeting minutes

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Governor. Commission on Criminal and Juvenile Justice

**SERIES:** 22247

3

**TITLE:** Juvenile Justice Board newsletter

**DATES:** 1999-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. See Utah Code Section 9-7-101 8(a)(b) (2010) and 9-7-208 (2006)

**RETENTION:**

Retain 10 years.

**DISPOSITION:**

Transfer to the State Archives permanently.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 25.

**AUTHORIZED:** 10/26/1999

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 10 years and then destroy provided one copy is transferred to the State Archives.

Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Historical



**AGENCY:** Governor. Commission on Criminal and Juvenile Justice

**SERIES:** 22247

**TITLE:** Juvenile Justice Board newsletter

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Governor. Commission on Criminal and Juvenile Justice

**SERIES:** 21080

3

**TITLE:** Juvenile justice and delinquency prevention--formula grant records

**DATES:** 1983-

**ARRANGEMENT:** Chronological by award year, thereunder numerical by sub-grant number

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These grants are provided by the Federal government to assist state and local governments in improving their juvenile justice systems and preventing juvenile delinquency. Some specific program objectives include removing juvenile offenders from adult jail and lockup facilities, and deinstitutionalizing status offenders and non-offenders. The files contain approved grant proposals, notices of grant awards, correspondence between the grant recipient and the grant provider, program and progress reports, approved grant changes, grant monitoring reports, quarterly financial status reports, and other miscellaneous grant related documents.

**RETENTION:**

Retain for 8 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 02/2000

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

**AGENCY:** Governor. Commission on Criminal and Juvenile Justice

**SERIES:** 21080

**TITLE:** Juvenile justice and delinquency prevention--formula grant records

(continued)

**APPRAISAL:**

Administrative

This disposition is based on the federal grant retention requirements in 28 CFR parts 66 and 70.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Governor. Commission on Criminal and Juvenile Justice

**SERIES:** 21079 3

**TITLE:** Juvenile justice and delinquency prevention--state challenge grant records

**DATES:** 1995-

**ARRANGEMENT:** Chronological by award year, thereunder numerical by sub-grant number

**ANNUAL ACCUMULATION:** 0.30 cubic feet.

**DESCRIPTION:**

The Federal government provides these grants as additional funding for states' programs geared toward the reduction of juvenile delinquency, and to provide services for affected juveniles. The files contain approved grant proposals, notices of grant awards, correspondence between the grant recipient and the grant provider, program and progress reports, approved grant changes, grant monitoring reports, quarterly financial status reports, and other miscellaneous grant related documents.

**RETENTION:**

Retain for 8 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 02/2000

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

**AGENCY:** Governor. Commission on Criminal and Juvenile Justice

**SERIES:** 21079

**TITLE:** Juvenile justice and delinquency prevention--state challenge grant records

(continued)

**APPRAISAL:**

Administrative

This disposition is based on the federal grant retention requirements in 28 CFR parts 66 and 70.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Governor. Commission on Criminal and Juvenile Justice

**SERIES:** 21077

3

**TITLE:** Local juvenile delinquency prevention program incentive grant records

**DATES:** 1995-

**ARRANGEMENT:** Chronological by award year, thereunder numerical by sub-grant number

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

The Federal government provides these grants to match funds given by the state to local governments for conducting juvenile delinquency prevention programs. The files contain approved grant proposals, notices of grant awards, correspondence between the grant recipient and the grant provider, program and progress reports, approved grant changes, grant monitoring reports, quarterly financial status reports, and other miscellaneous grant related documents.

**RETENTION:**

Retain for 8 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 02/2000

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

**AGENCY:** Governor. Commission on Criminal and Juvenile Justice

**SERIES:** 21077

**TITLE:** Local juvenile delinquency prevention program incentive grant records

(continued)

**APPRAISAL:**

Administrative

This disposition is based on the federal grant retention requirements in 28 CFR parts 66 and 70.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Governor. Commission on Criminal and Juvenile Justice

**SERIES:** 21075

3

**TITLE:** Local law enforcement block grant records

**DATES:** 1996-

**ARRANGEMENT:** Chronological by award year, thereunder numerical by sub-grant number

**ANNUAL ACCUMULATION:** 3.00 cubic feet.

**DESCRIPTION:**

The Federal government supplies these grants to fund local governments in a wide range of local law enforcement activities. These activities include hiring and training of law enforcement officers, procurement of equipment and technology, establishment or support of drug courts, and other crime prevention efforts. The files contain approved grant proposals, notices of grant awards, correspondence between the grant recipient and the grant provider, program and progress reports, approved grant changes, grant monitoring reports, quarterly financial status reports, and other miscellaneous grant related documents.

**RETENTION:**

Retain for 8 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 02/2000

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.



**AGENCY:** Governor. Commission on Criminal and Juvenile Justice

**SERIES:** 21075

**TITLE:** Local law enforcement block grant records

(continued)

**APPRAISAL:**

Administrative

This disposition is based on the federal grant retention requirements in 28 CFR parts 66 and 70.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Governor. Commission on Criminal and Juvenile Justice

**SERIES:** 21073

1

**TITLE:** Miscellaneous federal grant program

**DATES:** 1997-

**ARRANGEMENT:** Chronological by award year, thereunder alphabetical by program name, thereunder numerical by sub-grant number

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

This grant is provided by the Federal government to assist states in establishing, developing, updating, or upgrading certain databases, and records that are compatible with those of the Federal Bureau of Investigation (FBI). The files contain approved grant proposals, notices of grant awards, correspondence between the grant recipient and grant provider, program and progress reports, approved grant changes, grant monitoring reports, quarterly financial status reports, and other miscellaneous grant related documents. The Federal government provides to states various grants and awards of limited duration or purpose - NIBRS: National Incident Based Reporting System, State ID: Upgrade certain data bases and records to be compatible with those of the Federal Bureau of Investigation (FBI), BPV: Bullet Proof Vest Program, NFSIA: National Forensic Science Improvement Act Grants, VOI/TIS: Violent Offender Incarceration Truth in Sentencing Program, JAIBG: Juvenile Accountability Incentive Block Grant, JITII: Justice Information Technology Integration Implementation, NGA: National Governors Association Grants. Other miscellaneous grants may be added to this series depending on what limited duration programs or grants are awarded by the Federal Government in the future.

**RETENTION:**

Retain for 8 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**AGENCY:** Governor. Commission on Criminal and Juvenile Justice

**SERIES:** 21073

**TITLE:** Miscellaneous federal grant program

(continued)

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

**APPRAISAL:**

Administrative

This disposition is based on the federal grant retention requirements in 28 CFR parts 66 and 70.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Governor. Commission on Criminal and Juvenile Justice

**SERIES:** 85236

3

**TITLE:** Out of state extradition records

**DATES:** 1953-

**ARRANGEMENT:** Chronological.

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

These records document requests for extradition of individuals, who are in Utah, but have been charged with a crime in another state, to the requesting state in order to try the offenders. The initial requests to Utah are made by state governors to the Governor, who then issues a warrant for the individuals' arrest. The records contain correspondence and supporting documents. Information includes the governor's name, the city or county making the requisition, the name of the alleged criminal, and the offense and supporting statutory authorities. The extradition request is supported by the following: the court complaint (defendant, date, signatures); the warrant of arrest (date, judge's signature); and affidavit (signature); and warrant certifications (county clerk signature, date, seal and Lieutenant Governor's signature). The responsibility for extraditions was transferred from the Lieutenant Governor's office to the Commission on Criminal and Juvenile Justice in 1997.

**RETENTION:**

Retain 2 years

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 02/1998

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then transfer to State

**AGENCY:** Governor. Commission on Criminal and Juvenile Justice

**SERIES:** 85236

**TITLE:** Out of state extradition records

(continued)

Archives with authority to weed.

**APPRAISAL:**

Historical Legal

This series has historical value as it documents the names of extradited individuals, officers and government officials. It also has legal value as it documents legal extradition processes.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Governor. Commission on Criminal and Juvenile Justice

**SERIES:** 23024

3

**TITLE:** Publications

**DATES:** 1991-

**ARRANGEMENT:** Chronological.

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. See Utah Code Section 9-7-101 8(a)(b) (2010) and 9-7-208 (2006)

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 06/10/2009

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Historical

Disposition based on the value of these records in documenting agency achievements, policies, programs, and function.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Governor. Commission on Criminal and Juvenile Justice

**SERIES:** 21083

3

**TITLE:** Residential prisoner substance abuse treatment grant records

**DATES:** 1996-

**ARRANGEMENT:** Chronological by award year, thereunder numerical by sub-grant number

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

These grants are provided by the Federal government to assist state and local governments in funding the development and implementation of residential substance abuse treatment programs for prisoners in state and local correctional facilities. The files contain approved grant proposals, notices of grant awards, correspondence between the grant recipient and grant provider, program and progress reports, approved grant changes, grant monitoring reports, quarterly financial status reports, and other miscellaneous grant related documents.

**RETENTION:**

Retain for 8 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 04/2000

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

**AGENCY:** Governor. Commission on Criminal and Juvenile Justice

**SERIES:** 21083

**TITLE:** Residential prisoner substance abuse treatment grant records

(continued)

**APPRAISAL:**

Administrative

This retention is based on the federal grant retention requirements in 28 CFR parts 66 and 70.

**PRIMARY CLASSIFICATION:**

Public



**AGENCY:** Governor. Commission on Criminal and Juvenile Justice

**SERIES:** 21081

3

**TITLE:** Serious habitual offender community action plan grant records

**DATES:** 1996-

**ARRANGEMENT:** Chronological by award year, thereunder numerical by sub-grant number

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These records are maintained to document and assist in the implementation of the Serious Habitual Offender Community Action Plan (SHOCAP) in the state of Utah. The files contain SHOCAP descriptive information, enabling legislation, grant award documents, and policy and procedure information.

**RETENTION:**

Retain for 8 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 04/2000

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

**APPRAISAL:**

Administrative

This retention is based on the federal grant retention requirements in 28 CFR parts 66 and 70.

**AGENCY:** Governor. Commission on Criminal and Juvenile Justice

**SERIES:** 21081

**TITLE:** Serious habitual offender community action plan grant records

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Governor. Commission on Criminal and Juvenile Justice

**SERIES:** 28161

3

**TITLE:** State grant program files

**DATES:** 2007-

**ARRANGEMENT:** chronological by fiscal year of grant program award

**ANNUAL ACCUMULATION:** 2.00 cubic feet.

**DESCRIPTION:**

Accepted proposals and applications, contracts, project reports, studies, certificates, agreements, memoranda, correspondence, and other records relating to receipt, review, award, evaluation, status and monitoring of grants; allocation of funds and project budgets. Specific grant case files may have additional state and federal retention requirements, please contact the State Archives to schedule a specific retention.

**RETENTION:**

Retain 3 years after grant expires.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 2, Item 9.

**AUTHORIZED:** 01/07/2013

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after grant expires and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

**AGENCY:** Governor. Commission on Criminal and Juvenile Justice

**SERIES:** 28161

**TITLE:** State grant program files

(continued)

**APPRAISAL:**

Administrative

CCJJ is the recipient of various federal grants. Chapter 12 of The Office of Justice Programs (OJP) Financial Guide, which deals with the retention of records, requires all grant related records to be retained "At least three years following the closure of their most recent audit report."

**PRIMARY CLASSIFICATION:**

Public

**SECONDARY CLASSIFICATION(S):**

Private. Utah Code 63G-2-305(10)(d) 2014

**AGENCY:** Governor. Commission on Criminal and Juvenile Justice

**SERIES:** 21074

3

**TITLE:** State statistical analysis center justice statistics program grant records

**DATES:** 1996-

**ARRANGEMENT:** Numerical by sub-grant number

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These grants are provided by the Federal government for financial and technical assistance to state government in order to encourage the development of state capabilities for collecting, analyzing, and disseminating criminal justice statistical information. This includes data on drug related crime and drug dependent offenders. The files contain approved grant proposals, notices of grant awards, correspondence between the grant recipient and the grant provider, program and progress reports, approved grant changes, grant monitoring reports, quarterly financial status reports, and other miscellaneous grant related documents.

**RETENTION:**

Retain for 8 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 02/2000

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

**AGENCY:** Governor. Commission on Criminal and Juvenile Justice

**SERIES:** 21074

**TITLE:** State statistical analysis center justice statistics program grant records

(continued)

**APPRAISAL:**

Administrative

This disposition is based on the federal grant retention requirements in 28 CFR parts 66 and 70.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Governor. Commission on Criminal and Juvenile Justice

**SERIES:** 23282 3

**TITLE:** Time and attendance records

**DATES:** 1987-

**ARRANGEMENT:** Alphabetical by employee name, thereunder chronological by fiscal year

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

These records consist of time and attendance reports generated each pay period by the employees. Records include time sheets and various reports generated from the input of time sheet data and received by the Commission from the Division of Finance.

**RETENTION:**

Retain 3 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 10, Item 29.

**AUTHORIZED:** 07/13/2015

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

**APPRAISAL:**

Administrative

**AGENCY:** Governor. Commission on Criminal and Juvenile Justice

**SERIES:** 23282

**TITLE:** Time and attendance records

(continued)

**PRIMARY CLASSIFICATION:**

Public

**SECONDARY CLASSIFICATION(S):**

Private.

UCA 63G-2-302(1)(f)(2008) Social Security numbers, payroll deduction information, and employee identification numbers.



**AGENCY:** Governor. Commission on Criminal and Juvenile Justice

**SERIES:** 22245 3

**TITLE:** Utah Substance Abuse and Anti-Violence Coordinating Council annual reports

**DATES:** 1990-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. See Utah Code Section 9-7-101 8(a)(b) (2010) and 9-7-208 (2006)

**RETENTION:**

Retain 10 years.

**DISPOSITION:**

Transfer to the State Archives with authority to weed provided one copy has been transferred to the State Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 25.

**AUTHORIZED:** 10/26/1999

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 10 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

Historical

**AGENCY:** Governor. Commission on Criminal and Juvenile Justice

**SERIES:** 22245

**TITLE:** Utah Substance Abuse and Anti-Violence Coordinating Council annual reports

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Governor. Commission on Criminal and Juvenile Justice

**SERIES:** 21072

3

**TITLE:** Violent offender incarceration and truth in sentencing incentive grant records

**DATES:** 1996-

**ARRANGEMENT:** Numerical by sub-grant number

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

These grants are used to ensure that there is adequate conventional confinement space for violent offenders, and to ensure that violent offenders remain incarcerated for substantial periods of time through the implementation of truth-in-sentencing laws. The files contain approved grant proposals, notices of grant awards, correspondence between the grant recipient and the grant provider, program and progress reports, approved grant changes, grant monitoring reports, quarterly financial status reports, and other miscellaneous grant related documents.

**RETENTION:**

Retain for 8 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 02/2000

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

**AGENCY:** Governor. Commission on Criminal and Juvenile Justice

**SERIES:** 21072

**TITLE:** Violent offender incarceration and truth in sentencing incentive grant records

(continued)

**APPRAISAL:**

Administrative

This disposition is based on the federal grant retention requirements in 28 CFR parts 66 and 70.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Governor. Commission on Criminal and Juvenile Justice

**SERIES:** 22557

3

**TITLE:** Waived extradition expense payment records

**DATES:** 1995-

**ARRANGEMENT:** Chronological by payment date

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

This series documents the payment of expenses incurred in returning extradited criminals back to Utah. Information includes FI-NET payment vouchers, invoices, and extradition worksheets. The records may also include letters from the Governor requesting extradition and affidavits requesting extradition restitution.

**RETENTION:**

Retain 7 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 53.

**AUTHORIZED:** 01/21/2000

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

**APPRAISAL:**

Administrative Fiscal

**AGENCY:** Governor. Commission on Criminal and Juvenile Justice

**SERIES:** 22557

**TITLE:** Waived extradition expense payment records

(continued)

**PRIMARY CLASSIFICATION:**

Public